



## COURT CLERK II

Created: 04/17/07  
Updated: 01/10/2017  
Class Code: Range 19

DEPARTMENT: Magistrate

FLSA: Non-Exempt

### DEFINITION

Performs a variety of public contact and legal clerical work following detailed written procedures and oral instructions for the South Tucson City Court. The Court Administrator and Presiding Judge monitor work. Work is performed in normal office and courtroom settings. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

### EXAMPLES OF DUTIES :

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics.)

- Responsible for citation entry and case creation.
- Uphold the judicial system through example and accountability.
- Provides professional customer service in person and by telephone.
- Monitors the processing of all incoming citations in AJACS, prepares folders for each one along with minute entries. Also informs defendants when cases have been re-scheduled or upcoming payments are due.
- Provides assistance to Court Room Clerk with paperwork and procedures during court.
- Assists citizens in filling out paperwork. Performs other related, similar or logical duties as assigned or required.
- Checks forms, records, and other materials for accuracy, completeness, and conformance with established procedures.
- Responds to questions or procedural problems by searching for needed information and conveying information to the appropriate individual.
- Receives mail and over the counter payments.
- Maintains electronic and paper file integrity.
- Enters data into computers, updates computer records and proofreads printouts for errors.
- Complies with continuing judicial education and training.
- Types memos, notices, schedules, and other material.
- Operates standard office equipment.
- Performs work as required.
- Maintains regular attendance.
- Responds to questions or procedural problems and performs other related, similar or logical duties as required.

## **QUALIFICATIONS:**

- Ability to maintain confidentiality of sensitive records and material.
- Working knowledge of business English, spelling and arithmetic.
- Knowledge of modern office methods, procedures and practices.
- Excellent typing, data entry skills and knowledge of computer hardware and software.
- Excellent telephone and customer service skills.
- Skills in multiple-tasking and prioritizing assignments.
- Ability to work effectively in a team environment.
- Knowledge of standard court policies, procedures and legal terminology.
- Skills in maintaining Court records with accuracy and knowledge of basic filing systems.
- Skills in multiple-tasking and prioritizing assignments.
- Ability to establish and maintain effective customer service relationships with staff, other departments, agencies and the general public.
- Ability to communicate effectively orally and in writing.
- Ability to follow direction and work independently of direct supervision.
- Ability to adapt to changing work situations and assignments and remain objective and calm in dealing with emotional and difficult circumstances.

## **Education and Experience**

- Experience in general clerical work, including public contact.
- An Associates Degree with at least one year full time general office experience or a High School Diploma or GED with at least two years full-time general office experience or any combination of education, training and experience that provides the desired knowledge, skills and other characteristics.
- Bilingual (Spanish/English) highly desirable.

Or any equivalent combination of experience and training which provides the desired knowledge, skills and abilities.

## **Physical Demands and Working Conditions:**

Work is performed in normal office setting. Noise level is generally moderate. Tasks require the ability to exert light physical effort in sedentary to light work but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Selection Guidelines:** Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

***The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the City and the requirements of the job change.***